

CLASS TITLE: HERITAGE COMMISSION AIDE

Class Code: 02591300

Pay Grade: 18A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of complex clerical and routine administrative duties that are necessary in support of overall functions and operations of the Rhode Island Heritage Commission; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies and procedures; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

SUPERVISION EXERCISED: As required, may supervise the work of a small group of clerical workers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of complex clerical and routine administrative duties that are necessary in support of overall functions and operations of the Rhode Island Heritage Commission.

To consult with and make recommendations to a superior on clerical matters not covered by rules, regulation or established procedures.

As required, to prepare, personally, special reports relating to the work of the unit.

To interpret and apply rules and procedures relating to the work of the unit.

In accordance with established procedures, as required, to participate in the work performed by a small staff engaged in performing one or several clerical tasks such as: preparing, verifying and processing requisitions, vouchers, or forms or reports of a clerical nature related to fiscal activities; processing time, leave, travel, appointment, pay roll or other personnel and related records, forms or reports; preparing, verifying, processing and maintaining other varied and important office records and reports; indexing and filling records, forms, reports, etc.; proof reading; assembling, compiling, verifying and analyzing routine statistical clerical data, including the preparation of tables and charts prescribed by a superior; coding of data to be used for mechanical tabulation; taking telephone calls; performing receptionist duties such as receiving visitors, giving them information of a routine or non technical nature, or referring them to proper persons for requested information; processing incoming and outgoing mail; etc.

To gather information required for use as a basis for important administrative decisions.

To assist in answering requests and providing information on a wide variety of programs serviced by the Commission.

As directed, to select, assemble and other wise compile informational data and material for dissemination through such media as booklets, promotional layouts, advertising, news releases, radio and television programs, movies, speeches, discussions, exhibits, direct mail, newsletters and other related informational media.

When authorized, to make personal contracts with representatives of state departments, labor, management or civic and other organizations, the press and the general public; and to address these and others for the purpose of promoting understanding and acceptance of the purposes and activities of the agency.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of office management; a working knowledge of, and the ability to carry out, requisitioning, disbursing and budgeting control functions; the ability to make administrative studies and analyses and to make recommendations based thereon; a working of the methods and techniques involved in the preparation and dissemination of informational material; a working knowledge of standard office methods and procedures; a familiarity with the uses of standard office equipment; the ability to understand and carry out both oral and written directions; the ability to interpret and apply departmental policies and procedures relating to work assignments; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relations with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position with a private or public agency that has responsibility for administering historical or restoration type programs which requires a broad understanding of federal programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 4, 1984

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